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Correspondence & Memos, 1897-1994

Internal Mint Memoranda



THE DEPARTMENT OF THE TREASURY

WASHINGTON, D.C. 20220

April 28, 1972

OFFICE OF
DIRECTOR OF THE MINT

RECEIVED

Mrs. Betty Higby
Superintendent
United States Mint
Denver, Colorado 80204

MAY 8 - 1972

OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

Dear Mrs. Higby:

This letter is in response to your letter of April 7, 1972, which requested additional information concerning the implementation of the provisions for payment of environmental differential for employees under the Coordinated Federal Wage System (CFWS).

As our letter of March 1, 1972, pointed out, basic to the provisions for payment of the differential is the determination whether or not the adverse working conditions were taken into account when the grade of the position was established. The decisions given in our March letter were based on our findings that the adverse conditions were not taken into account in establishing the grade of the Annealers, but they had been in the case of the Boiler Plant Operators, and thus the differential could be paid in one case but not in the other.

The specific answers to the questions of your letter follow from the above reasoning. We have repeated the question to make the response clear.

1. Shouldn't the approval or disapproval be on the basis of the area in question?

Since the determination is related to the classification of the positions involved, approval by area cannot be given. However, when approval has been granted for one position in an area of adverse conditions, this serves as an indication that other jobs in that same area may be eligible, and should be checked.

2. Are machinists, electricians, and other workmen entitled to differential pay for periods of time spent in an approved area?

This question relates to the first. If the evaluation of the machinist position did not take into account the adverse working conditions he faced throughout the plant, including the annealing area, then he may be entitled to the environmental pay while he is working in that area. Again the analysis must be made on a job by job basis.

3. Are supervisors entitled to the same differential pay?

Yes, if the adverse conditions have not been taken into account in establishing grade of the job. As you know, the grade of the supervisor is based, in part, on the grade level of the employees supervised (the base level). If the base level job takes into account the adverse conditions then it becomes a part of the supervisor's grade determination. In the case of the Annealers, where we have determined the adverse conditions were not used to determine the grade level of the job, it follows that the grade level of the Annealing Foreman, whose grade is based on the Annealer grade, is eligible for the differential.

4. Even though the "Boiler Plant Operators" are not entitled to differential pay because of job description inclusion, are other workmen without such job descriptions inclusion entitled to the differential for the time worked in the area?

5. Are employees without the title of "annealers", but regularly working in the annealing area entitled to the differential?

The response to question #3 applies. The position descriptions and the classification evaluation statements must be analyzed. There is no easy way to do this. It must be done on a step-by-step, job-by-job basis. Your Personnel Division should make this study in cooperation with the Safety Officer. (This answer applies to questions #4 and #5).

We hope this information will be of use. We will be glad to provide any additional information we can. Any additional approvals of positions for payment of the differential must be cleared by this office prior to payment.

Sincerely,

F. R. MacDonald
Acting Director of the Mine

PERSONNEL POLICIES AND ADMINISTRATION

The personnel policies of the Bureau of the Mint are issued by the Director and are based on statutes, regulations of the Civil Service Commission and Treasury Department policies. Mint personnel policies and procedures are administered by a Personnel Division in the Office of the Director and by Personnel Divisions in the field offices. Summaries of important Bureau personnel policies are given below.

Employment

The Director of the Mint has been delegated authority by the Director of Personnel to approve appointments to all positions in the Mint, with the exception of consultants and experts, reemployed annuitants, and positions in grades GS-16 and above. This authority has been redelegated in part to the heads of field offices.

Civil Service regulations are applied in filling all positions, except eight positions filled by Presidential appointments. The positions are: Director of the Mint, Washington, D. C.; three Superintendents located in the Philadelphia and Denver Mints and the New York Assay Office; three Assayers located in the Philadelphia and Denver Mints and the New York Assay Office; and one Engraver (Chief Sculptor and Engraver) in the Philadelphia Mint.

Wage Administration and Position Classification

The Bureau's positions are classified and paid under two separate systems. The two systems are: (1) The Coordinated Federal Wage System which covers wage board positions and is administered by the Civil Service Commission. The positions are classified to occupations and grades on the basis of published standards. The pay scales are established by the Commission for each locality on the basis of prevailing wage rates. (2) The Classification Act system which covers other positions. Positions are classified to series and grades on the basis of standards by the Commission. The pay schedules are set by Congress and the President on a nation-wide basis. The Director of the Mint has been delegated authority, with few exceptions, to classify all wage board positions and Classification Act positions through GS-15. This authority has been redelegated in part to the heads of the field offices for Classification Act positions.

Equal Employment Opportunity

A firm policy of equal opportunity for initial employment, advancement and career development is established for the Mint. Discrimination based on race, color, sex, creed, national origin, handicap, age, marital status, political affiliation (except when required by statute) or membership in an employee organization is prohibited.

The two major aspects of the program are: (1) The appointment of a key member of the Director's staff as Deputy Equal Employment Opportunity Officer (EEO Officer). The EEO Officer serves as principal advisor to the Director and to the heads of the field installations, and acts as a focal point for the program. In addition, Deputy EEO Officers are appointed at each of the field offices. (2) Training of supervisors in their responsibilities. Every supervisor is required to attend at least one basic seminar and a refresher seminar bi-annually. In the seminars special attention is directed toward the programs for the maximum utilization of employees skills, job redesign and voluntary community action.

Personnel Security

Because of the nature of the Mint's work programs, all persons selected for employment must be reliable and trustworthy, have good conduct and employment records, have good character traits and be completely loyal to the United States. Applicants are carefully screened prior to selection. Adverse information developed in the screening process may bar the applicants from employment. After entrance on duty, complete security investigations are conducted either by the Civil Service Commission or the Internal Revenue Service. If adverse information is developed in these investigations, the employees may be removed.

Promotion Plan

There is one promotion plan applicable to all positions in the Mint except those filled by Presidential Appointment. This plan is based on Civil Service regulations and Treasury Department policy. With certain limited exceptions, the procedures in the plan must be followed whenever a vacancy is to be filled by promotion. Competition for promotion to wage board positions and to classification act positions at the lower grade levels is limited to the local office. At higher grade levels competition for promotion is on a Mint-wide basis. Employees are ranked for promotion in three categories, namely, above average, average, and below average. The principal factors considered in rating employees for promotion are: Pertinent experience and training, education, demonstrated skills and abilities, work performance, attendance, compatibility with work environment, physical condition, and potential for advancement.

Employee Development and Training

Through formal and informal training, employees are provided every opportunity to improve their work performance and to develop at the various stages of their careers. Training is authorized in response to needs specifically identified by management officials, supervisors and personnel specialists. The sources used by the Mint in the training and development of its employees are: (1) Classroom training at the local level by specialists in such areas as supervisory policies and practices, orientation, first aid, guard rules, and equal employment opportunity; (2) Institutes and courses conducted by Treasury bureaus, Civil Service Commission, other Government agencies, colleges, universities, trade schools, and private industry; (3) On-the-job training by supervisors; and (4) Meetings, lectures and conferences in the areas of interest. Expenditures incident to training, such as tuition, fees, travel and per diem are authorized with the approval of the Director.

Incentive Awards

The Bureau of the Mint follows the policy of the Treasury Department in recognizing employees under the Incentive Awards Program. The Director of the Mint has been delegated authority to: (1) Approve and pay awards up to \$5,000 for each contribution; (2) Make recommendations on awards which require approval of the Secretary or his designee. The Director has redelegated a part of her authority to heads of the field offices.

Every effort is made to encourage employees to take an active part in improving the effectiveness of Government operations; to provide recognition for those whose individual or group efforts contribute to efficiency, economy or other improvements; and to reward employees, through the use of commendations, cash and service and honor awards, for special acts or services of a significant nature relating to their official employment. The following types of contributions warrant recognition under the Incentive Awards Program: (1) Suggestions which directly contribute to economy or efficiency; (2) Special achievement; (3) High quality performance; (4) Long and faithful service. The Mint has also established awards for achievements in the fields of communications and safety.

Performance Evaluation of Employees

The Mint has a formal plan for the evaluation of the work performance of all employees. This plan requires supervisors to make constant informal evaluations of their employees' performance. Once each year they must certify formally that employees have been notified of their level of performance. The plan provides for three levels of performance ratings, namely, satisfactory, outstanding, and unsatisfactory.

Standards of Conduct

The Mint has adopted the standards of conduct prescribed for the Treasury Department. The Director of the Mint has further prescribed specific rules for Mint employees, including the following: (1) All employees must obtain written permission from the Director to engage in outside employment; (2) Lockers in Mint institutions are not considered to be private lockers; (3) No employee in any institution in which a deposit of bullion is made may act as agent for the depositor; (4) No assaying or chemical work in a private capacity may be performed by employees of the Mint institutions on the premises of these institutions; (5) Under no circumstances is an employee permitted to remove coins or blanks from his immediate work area, without proper authorization; (6) Formal articles or speeches by employees of the Mint relating to matters concerning the Treasury Department must be submitted to the Director for review and written approval prior to deliverance or publication; and (7) Employees are prohibited from receiving from any person, association or corporation any supplement to their salaries for the official services performed by them.

Disciplinary Action

The Mint follows the guidelines set up by the Civil Service Commission in correcting offending employees and maintaining discipline and morale among other employees. The Director is authorized to take one or more of the following actions in disciplining employees: (1) Oral admonishment; (2) Written reprimand; (3) Suspension; (4) Demotion; and (5) Removal. The Director has in large measure redelegated this authority to field office heads and to division and section chiefs whose responsibility it is to create working conditions which help to maintain discipline through the willing cooperation of employees. In addition, division and section chief must initiate appropriate action when disciplinary action becomes necessary.

Employee Rights

The Mint follows the regulations and procedures established by the Civil Service Commission and the Treasury Department in granting appeal rights to employees. Under these procedures, in a disciplinary action, an employee is granted one review at a higher administrative level with the Mint or the Treasury Department, and a hearing, upon request, in the case of a grievance and an adverse action appeal (discharges, suspension of more than 30 days, and reduction in rank). A further appeal may be made to the Civil Service Commission in the case of an adverse action.

Employee Management Cooperation

Management officials at all levels are responsible for maintaining effective relationships with unions and for following the guidelines and policies established by the Civil Service Commission and the Treasury Department. Specific policies defined by the Director for the Mint are: (1) For the purpose of granting formal recognition to a union, there will be a single unit for all employees in each office. (2) For the purpose of granting exclusive recognition, management officials, supervisors, personnel officers, and professional employees (unless a majority votes for inclusion) will be excluded from the single unit. (3) The authority to establish units and to grant recognition to unions is retained by the Director. (4) Negotiations of written agreements are conducted by top management and personnel officers with unions at the local level, but prior to signature, the agreements are subject to the Director's approval.

Employee Benefits

Annual and Sick Leave:

With the exception of the Director, all Mint employees are subject to the provisions of the Annual and Sick Leave Act. Employees receive 4 hours of sick leave every pay period (2-week period). Annual leave cannot be used until the employee has served a minimum of 90 days. It is accumulated as follows: (1) 4 hours every pay period for the first three years of service; (2) 6 hours every pay period from 3-15 years; (3) 8 hours every pay period after 15 years.

Retirement:

All career and career-conditional employees and Presidential appointees are automatically covered by the Civil Service Retirement System. This involves a bi-weekly salary deduction of 6½%.

Life Insurance:

With the exception of temporary employees, all Mint employees are eligible to participate in the Federal Employees Group Life Insurance Program. The Program is a voluntary one. If one does take insurance, he may cancel it at any time. The amount of regular insurance and the size of the payroll deduction depends on the employee's basic annual pay.

Health Benefits:

With the exception of temporary employees, all Mint employees are eligible for enrollment under the Federal Employees Health Benefits Program. Enrollment is voluntary. There are four basic health plans from which to choose. The Federal Government pays part of the cost under the plan the employee chooses, and the employee pays the remainder.

Legislation Proposed By The Mint
91st Congress, 1st Session

Current legislative proposals of prime interest to the Mint are as follows:

1. H. R. 13252 - A Bill "To carry out the recommendations of the Joint Commission on the Coinage and for other purposes" was introduced in the House on July 31, 1969, by Mr. Patman for himself and Mr. Widnall. We expect an identical bill will be introduced in the Senate very soon.

H. R. 13252 would (1) provide for the minting of a cupro-nickel clad half dollar coin, (2) authorize the minting of a cupro-nickel clad dollar coin, and (3) give authority to sell to the public almost three million rare silver dollars now held by the Treasury.

2. A proposed bill "To prohibit the making of clad strip suitable for coinage, to prohibit the use of certain words and false advertising to imply Federal coinage, and for other purposes" was sent to the Bureau of the Budget on April 4, 1969. BOB sent it to the Department of Justice for comment.

3. A proposed bill to provide for changing the name of "The United States Assay Office at San Francisco" to "The Mint of the United States at San Francisco". See "A Study of the United States Mint - Coin Requirements and Capacity in the Seventies - May 1969".

4. Finance. The Department has chosen to defer making a legislative proposal on this matter now.

MANUFACTURING STEPS USED IN THE PRODUCTION OF COINS

The following is a brief outline of the steps taken in the manufacture of coins.

Receipt of metal

The various metals required in the manufacture of coins are received from suppliers, weighed and placed into storage until they are required in the production schedule. (Since 1960 coinage metals have been obtained from the GSA stockpile.)

Make-up

The make-up operation consists of taking metal of each of the types required for the specific alloy and weighing it to make lots of the proper proportions of each metal. The metal used can either be virgin metal received from suppliers, scrap metal generated within the plant, or a combination of both.

Melting and casting

After the charge of the proper quantities of each metal for the alloy is "made up," it is transported to the melt room. The solid metal is placed in a melting furnace where the metals are heated, melted, and alloyed. The molten metal is then poured into molds where it solidifies into bars or ingots. The ingots are removed from the molds, quenched in water, and trimmed and wire-brushed. The ingots are then ready to be transferred to the rolling operation.

Rolling

In the rolling operation the cast ingot is compressed between two rolls and in a number of passes the metal thickness is reduced from that of the ingot to that of the finished coin. The rolling operation is performed by a series of mills each reducing the metal to a certain point. The rolling, while reducing the metal thickness, must hold close dimensional control. In the final rolling operations the metal strip is coiled so that it may be easily transported.

Blanking

Following rolling, the coiled strip is fed into high-speed presses which stamp out planchets or blanks of the approximate finished diameter of the coins. The blanks are discharged from the presses into containers for temporary storage and transport to the next operation. The "web" or that portion of the strip remaining after the circular blanks are stamped out, is chopped-up and the scrap is returned to the melting department to be used in future melting operations.

Riddling

The blanks are fed into a riddler, which is a machine with a vibrating screen designed to screen out any scrap and "half-moons" which are blanks stamped from the edge of the strip making them incomplete circles.

Annealing and cleaning

The annealing and cleaning operation as the name implies has a two-fold purpose: to soften the blank (both on the surface and internally) for the subsequent coining operations; and to remove any oxidation, scale, or surface dirt from the blanks. The blanks are dumped into a hopper which feeds them into the annealing furnace. They are carried through the furnace by means of a screw conveyor; heated to the prescribed annealing temperature; and dumped into a quenching bath for fast cooling. The annealed blanks are then conveyed automatically into a rotating drum, cleaned in a caustic solution, dried, and discharged into tote boxes for temporary storage and for transporting to following operations.

Upsetting

In this operation the blanks are passed through a machine which "upsets" the edges; that is, the edges are raised and rounded. The blanks are dumped into a hopper and subsequently into a vibratory feeder. The blanks are then individually fed into the upsetter, where they are forced past a roll which upsets the metal.

Stamping or coining

The upset blanks are hopper-fed into high-speed presses which place the reeded edge (for the dime, quarter, and half-dollar), and the image on the coin in one stroke of the press. The presses run at varying speeds, averaging about 140 strokes per minute. The presses are fed automatically and strike from one to four coins per stroke depending on the denomination being produced and the type of press being used. The struck coins are discharged from the press into tote boxes for transporting to the counting and bagging operation.

Counting and bagging

The final operation in coinage consists of counting the coins and placing the prescribed number of each into cloth bags. The coins are fed from a Syntron vibratory feeder into a counting machine, which automatically counts each coin and stops the machine when the proper quantity has been reached. The coins discharge from the counting machine into a bag which is closed by sewing it with a portable sewing machine. The bagged coin is then placed on pallets or hand trucks and transported to the vaults for safekeeping and subsequent shipping to the Federal Reserve Banks.

General

During all of the above operations there are certain safeguards which are employed, such as weighings, visual inspections, etc. The measures employed vary from office to office. As a result no effort was made to incorporate them into this write-up.

APPROPRIATION PROCESS

1. PPBS submission in April or May.
2. Underlying plans for financial requirements from all offices in June.
3. Overall plan for the entire Mint.
4. Budget estimates for departmental review in August.
5. Conference to discuss estimates at departmental level (early September).
6. Receipt of level authorized to be requested in Bureau of Budget submission.
7. Submission of budget estimates to Bureau of Budget (September 30).
8. Hearings at Bureau of Budget.
9. Notification of Presidential allowances.
10. Submission of budget material required by Congress to justify President's budget.
11. House hearings with Director's opening statement.
12. House Report.
13. Preparation of protests, if any.
14. Senate hearing.
15. Senate report.
16. Apportionment schedules for miscellaneous permanent appropriations (i.e. Coinage Profit Fund -- during April).
17. Enactment of appropriations into Public Law.
18. Submission of apportionment schedules for various accounts within 15 days from date of enactment, with accompanying overall financial plan to Bureau of the Budget.
19. Allotments of apportioned funds to Washington and field offices, and transfers to G.S.A. if any.
20. Miscellaneous annual, quarterly, and monthly reports.

Bureau of the Mint -- Coin Management and Public Information

Coin Management and Distribution

- Coin forecasting - Federal Reserve Banks - Mint
- Coin distribution
- Peak periods of demand for coin
- Coin Inventories - Federal Reserve Banks - Mints
- Legislation affecting coin distribution

Public Information Program

- Treasury policies
- Mint activities and coordination

COIN SEPARATOR/DELAMINATION MACHINE

The machines were designed and built by the American Machine & Foundry Company (AMF, York, Pa.). A pair of spinning wheels launch the coins at velocities up to 20 fps, and sorting is accomplished by electromagnetic deflection triggered by sound cues.

As each coin bounces off a sounding block or anvil, a microphone listens to its sound. Circuitry distinguishes differences in pitch between the coins to pulse an electromagnetic coil as the clad or silver coins fly by. By preselection, either type can be deflected from its original path to form a second stream that falls into a separate bin.

The design of the machine is based on the fact that silver and clad coins vibrate at different frequencies.

A clad quarter, for example, rings at about 16 kHz, and a silver quarter at about 10.6 kHz. Some people can distinguish this difference by ear. This machine can distinguish coins at a rate up to 50 per second with virtually no error.

A total of 14 machines are at work in the U.S. Mints, Assay Offices, and Federal Reserve Banks in major cities throughout the country. Each machine processes more than 2,000 coins a minute with less than a 1% error, or about 2 million coins daily, on three shifts.

Huge steel tanks full of mixed lots of coins (either dimes or quarters) received from the banks spill coins into the centrifugal coin feeders. These arrange the coins in single file and feed them individually through an exit chute at rates up to 50 per second.

As the coins move along a track, they pass under a motor-driven drive wheel that arranges them for launching. As each coin is pushed out by the drive wheel, it encounters the two-motor driven accelerator wheels that fire it against an anvil, causing the coin to ring. The coins, in a steady stream, bounce off the anvil and pass in front of a photoelectric cell that starts the analysis of the sound.

The sound of each coin is detected by the microphone and amplified. The signal is divided into two channels, one with a band-pass filter for the 10.6 kHz sound of silver and the other a band-pass filter for the 16.0 kHz sound of clad coins.

If it is desired to "kick" (shoot into a higher bin) silver, for example, the circuitry can be set so that if the signal from the 10.6 kHz channel is larger than that from the 16 kHz channel, the repulsion coil will be triggered.

Notes

MINT FINANCIAL MATTERS

1. Annual Settlement
2. Special Settlements
3. Joint Sealing - Institution Seals
4. Storage of material for other agencies
5. Bullion Shipments
6. Audit Program
 - a. Internal Audit
 - b. External Audit - GAO
 - c. Contract Audit
7. Gold holdings - Table - Policy
8. Gold Exchanges
9. Silver holdings - Table
10. Overtime, Policy - Cost
11. Travel
12. Delegations of authority - obligations, certifying
13. Anti-deficiency Act - R.S. 3679
14. Voucher examination and certification
15. Cost Accounting - Unit Costs - Cost Comparisons
16. Reimbursable program - Proof coins, Medals, Foreign coinage, other agencies
17. Need for improved system of financing
18. Imprest fund purchases
19. General Accounts
20. Bullion Accounts
21. Coinage Profit Fund
22. Automatic Data Processing
23. GSA Silver Sales
24. GAO and Treasury Regulations, Mint Accounting Manuals
25. Expenditure Ceilings (and Personnel Ceiling)
26. Storage of stock pile silver - SF & NY - WP
27. Coinage Act of 1965
28. Procurement - regulations - competitive procedures

CHANGES IN COINAGE BLANKS INVENTORY

(In Millions Of Pieces)

	<u>Blanks Inventory</u> <u>as of 6/30/68</u>	<u>Blanks Inventory</u> <u>as of 6/30/69</u>	<u>Net Changes</u>
1¢	157.440	229.261	+ 71.821
5¢	862.838	710.925	- 151.913
10¢	1,311.233	455.734	- 855.499
25¢	1,021.257	783.330	- 237.927
50¢	59.553	59.495	- .058
Total	<u>3,412.321</u>	<u>2,238.745</u>	<u>- 1,173.576</u>

POUNDS OF STRIP REQUIRED IN FY 1970

(In Millions Of Pounds)

Pounds Of Strip

1¢	51.471
5¢	-- 1/
10¢	7.407
25¢	5.357 2/
50¢	3.846
Total	<u>68.081</u>

1/ Denver and San Francisco production of 5¢ coins in Fiscal 1970 will be from the Blanks Inventory.

2/ Strip required for Philadelphia's 25¢ production. Denver will produce from Blanks Inventory.

ACTUAL vs. BUDGETED PRODUCTION

(In Millions of Pieces)

	<u>Budget Est.</u>	<u>Actual</u>
<u>FY 1968</u>		
1¢	4,280	3,746
5¢	324	124
10¢	589	954
25¢	441	731
50¢	118	307
Total	<u>5,752</u>	<u>5,862</u>

<u>FY 1969</u>		
1¢	4,212	5,345
5¢	280	181
10¢	560	1,068
25¢	448	324
50¢	100	100
Total	<u>5,600</u>	<u>7,018</u>

<u>FY 1970</u>		
1¢	5,258	--
5¢	518	--
10¢	1,037	--
25¢	592	--
50¢	100	--
Total	<u>7,505</u>	<u>--</u>

Bureau of the Mint - Cost Reduction - Management Improvement Program.

Objectives

The objectives of the Bureau of the Mint's cost Reduction -Management Improvement efforts are to improve the effectiveness and efficiency of the Bureau's missions and services, to conduct a continuing search for ways to reduce cost, and in general to insure that functions are performed in accordance with the same exacting standards that apply to expertly managed private businesses.

Promotion and Support

To insure fulfillment of the Bureau's commitment to achieve the program objectives, each field office head is assigned the responsibility for personally supporting the program and providing the necessary leadership, directives, manpower, and inspiration to promote the cost reduction and management improvement concept and efforts at all levels of operation. In addition, CR/MI committees have been established in each Field Office and meet on a regular basis to insure that Management and Supervisory personnel at all levels have similar responsibility for promoting the program in their areas of operation.

Reporting Requirements

Field Offices are required to submit three reports annually to the Office of the Director.

1. Annual Plan - June 30
2. Mid Year Progress Report - Dec. 31
3. Year End Progress Report - June 30

Complete instructions for the preparation of reports are contained in Chapter 7, Part D of the regulations which is attached.

CHAPTER 7 - MANAGEMENT

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January 23, 1953

ALL EMPLOYEES:

At the Christmas party, and subsequent thereto, contributions to the total of \$34.28 were received towards the purchase of the piano used at the party. This sum is in possession of the Treasurer of the Employees' General Fund as of this date. Cost of the piano to us is \$90.

Disposition of the piano must be made one way or another, either by purchase or return. If returned, the fund must pay \$16.00 to cover the moving charge.

If the piano is returned, the \$16.00 will be a dead loss to us, and since this should properly be paid out of the General Fund, the Treasurer would still have the \$34.28 on hand. If those employees who have not yet contributed, would donate 25¢ each, we would undoubtedly have sufficient funds with which to purchase the piano. The Treasurer has no authority to disburse anything like the difference between what has been collected and the cost of the piano. Return of the donations would be impossible since identity of most of the donors is unknown. Placing the money collected for purchase of the piano in the general fund would also be unfair, since it was contributed solely for purchase of the piano.

It is hoped that all employees will help the Treasurer out of his dilemma by contributing sufficiently so that the piano may be purchased.

A can with a picture of a piano on it is available in the Lunch Room. There is also a can on the Guards' Front Desk. Please make your contributions in either of these.

DISPOSITION MUST BE MADE WITHIN A FEW DAYS.

A. L. Philippus,
Treasurer,
Mint Employees General Fund

(Foreman: Will you please disseminate this information.)

MEMORANDUM

January 18, 1954

TO : All Employees

FROM : Alma K. Schneider, Superintendent

SUBJECT : Outside Employment

The Acting Director of the Mint has requested that all employees again be informed regarding Treasury Department Circular No. 828 which states:

"No employee shall accept any outside employment without first obtaining the approval of the head of the bureau, office or division."

In the Bureau of the Mint such requests must be approved in advance by the Director or Acting Director.

If you have any questions regarding this you should contact Mr. Manning in the Personnel Office.

March 6, 1973

INTERIM GUIDELINES FOR CONTROLLING
UNSATISFACTORY TARDY OR ATTENDANCE RECORDS

Dan

TARDINESS

Under 15 minutes, immediate Supervisor controls by excusing only when employee has good reason; generally, do not excuse more than one tardiness in any three-month period.

Over 15 minutes and up to one hour, Division Heads only excuse for emergencies such as car accident or severe weather.

ANNUAL LEAVE (NON-EMERGENCY)

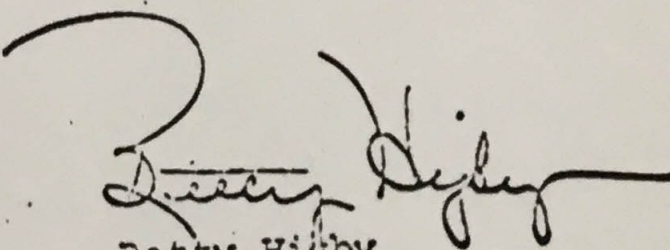
The scheduling of such leave is subject to supervisory approval and must be requested in advance. Make every effort to grant annual leave when requested, provided work program will not be adversely affected and subject to the employee's having sufficient leave to cover settlement shut-down period.

ANNUAL LEAVE (EMERGENCY)

Emergencies do arise to cause unexpected absences on the part of some employees and an occasional emergency absence carries no derogatory implication against an employee. When emergency absences occur repeatedly (more than one in three-month period) or follow a pattern of certain days in the week, abuse of the leave privileges may be indicated and the leave should not be approved.

SICK LEAVE

Most sick leave will be of an emergency nature. When these absences show a pattern of extending a weekend or holiday, abuse of the privilege is indicated. Use of sick leave, a day at a time, as it accrues, is also a good indication that the employee is abusing the leave privileges. Employees falling into these patterns should be required to furnish a doctor's certificate for each absence until the situation is corrected.



Betty Higby
Superintendent

DATE: April 21, 1980 (15/20)

REPLY TO
ATTN OF: M-WBA

SUBJECT: Mint Accounting Procedures Letter No. 2-28
Procedures for Cash Overages and Shortages

TO: Assistant Directors, Heads of Special Staff Offices,
Superintendents and Officers-in-Charge

UNITED STATES GOVERNMENT
memorandum
DEPARTMENT OF THE TREASURY
Bureau of the Mint

CEIVED

PR 24 1980

OFFICE OF
SUPERINTENDENT
U.S. MINT AUDIT

The following guidelines are issued to improve the internal control over cash overages and shortages from numismatic sales areas and to maintain uniformity in accounting for the same throughout the Bureau of the Mint.

Daily Close Out

The supervisor of each sales office will conduct a daily close out which includes the clearing of all cash registers, reviewing register tapes for voids, correct pricing, overages and shortages, and balancing overages and shortages to cash receipts.

All cash overages will be deposited on a daily basis with the other sales receipts.

A "Cash Overage/Shortage Report," signed by the sales area Supervisor, will be prepared daily. The report should reflect any overages and shortages for the day and be routed to the Accounting Division and Superintendent/Officer-in-Charge. A copy will be retained in the sales office. Overages/shortages in excess of \$50.00 will be reported to the Internal Audit Staff.

Recording Overages/Shortages

The Accounting Division will record daily overages/shortages in the general ledger based on the "Cash Overage/Shortage Report." Cash shortages will be charged to the Undistributed Cost Account (39.10). Conversely, cash overages will be credited to the Undistributed Cost Account (39.10). The amount charged or credited will be the difference between cash receipts and the inventory value of items sold. Examples of entries for overages/shortages are given below.

The following entries are based on Medals for Sale with an inventory value of \$100.00:

Overage with receipts of \$105.00:

Dr. 03.31 Disbursing Funds \$105.00
Cr. 21.10 Medals for Sale \$100.00
Cr. 39.10 Undistributed Cost \$5.00



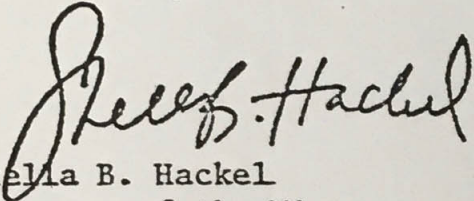
Orig: Mr. Reel
Cy: Metg.
Supt. Buy U.S. Savings Bonds Regularly on the Payroll Savings Plan

SUBJ: Mint Accounting Procedures Letter No. 2-28
Procedures for Cash Overages and Shortages

Shortage with receipts of \$95.00:

Dr. 03.31 Disbursing Funds \$95.00
Dr. 39.10 Undistributed Cost \$5.00
Cr. 21.10 Medals for Sale \$100.00

These procedures are effective immediately. If there are any questions, please contact the Accounting Systems Staff.



Stella B. Hackel
Director of the Mint

cc: R. Wagner
M. Prentice
Chief, Operations Accounting
T. Diaforli



OFFICE OF
DIRECTOR OF THE MINT

DEPARTMENT OF THE TREASURY
BUREAU OF THE MINT
WASHINGTON, D.C. 20220

March 28, 1984

Superintendent, U.S. Mint, Philadelphia, PA 19106
Superintendent, U.S. Mint, Denver, CO 80204
Officer in Charge, U.S. Assay Office, San Francisco, CA 94102
Assistant Director for ADP, Washington, D.C. 20220

This is to advise you that the sale of 1984 Proof
Coin Sets by mail order is to be discontinued on March 29, 1984.

All mail orders received after Friday, March 29, 1984, for
1984 Proof Coin Sets are to be returned to the customer.

The U.S. Mint Sales Areas are to continue the sale of the
sets over-the-counter.

Sincerely,

Francis B. Frere
Assistant Director for Marketing

cc: Ms. Prantice
Ms. Widnes
Mr. Rael
Mr. Albino

Rad'd. 3-29-85
@ 8am

memorandum

DATE: February 5, 1985

REPLY TO
ATTN OF: M-WDM

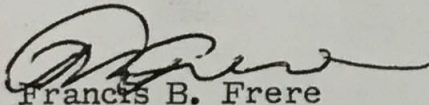
SUBJECT: Distribution of ANA membership information

TO: Chief, Treasury Exhibit Hall, Washington, D. C. 20220
Superintendent, U. S. Mint, Philadelphia, Pa. 19106
✓ Superintendent, U. S. Mint, Denver, Colo. 80204
Officer in Charge, U. S. Assay Office, San Francisco, Calif. 94102

RECEIVED
FEB 8 1985
OFFICE OF
SUPERINTENDENT
U. S. MINT AT DENVER

In the not too distant future you will be receiving a small shipment of American Numismatic Association membership flyers. We have entered into an agreement with the ANA which will permit the dispensing of membership information in the Association through our sales outlets.

Brochures and an appropriate "take home" stand will be in your shipment. Please make the information available to our visitors. However, you are not to use the brochures as mail stuffers. The number of brochures in the initial shipment for your facility is noted in the lower lefthand corner.



Francis B. Frere
Assistant Director of the Mint
for Marketing

2,500

Brochures in shipment

cy: Exh. Sales



DEPARTMENT OF THE TREASURY
UNITED STATES MINT
WASHINGTON, D.C. 20220

Denver
Philadelphia

September 9, 1986

MEMORANDUM FOR OFFICER IN CHARGE, SAN FRANCISCO ASSAY OFFICE AND
OLD MINT
SUPERINTENDENT, DENVER MINT
SUPERINTENDENT, PHILADELPHIA MINT
SUPERINTENDENT, WEST POINT BULLION DEPOSITORY
OFFICER IN CHARGE, FORT KNOX BULLION DEPOSITORY

SUBJECT: Gold Bullion Program
FROM: Francis B. Frere *for B. Frere*
Assistant Director for Marketing

You will be receiving telephone calls from the public on where and when the gold bullion and proof bullion coins can be purchased.

The following information is provided for your assistance in responding to these calls about the Gold Bullion Program.

Proof Bullion Coin Program

If the person is on the Mint mailing list, the information will be forwarded toward the end of October.

If the person is not on the Mint mailing list, please take the name and mailing address. Forward this information to my Washington office, 633 3rd Street, N.W., Washington, DC 20220, once a week, via overnight express mail.

NOTE: We would greatly appreciate your not transferring these calls from one office to another but respond to them with the above.

Bullion Coins Program

Gold bullion coins will go on sale to authorized distributors on October 20. Thereafter, they will move through the distribution chain and become available to the public around November 1. Then they can be purchased from retailers who currently deal in bullion coins, i.e., Canadian Maple Leaf, etc. Other information on the gold bullion coin has been telecopied to you today.

Press calls are to be referred to Michael Brown on 376-0560.

Rec'd. 9-10-86
@ 7:50 am

Internal Mint Memoranda

